

90TH CONGRESS
1ST SESSION

H. R. 3138

IN THE HOUSE OF REPRESENTATIVES

JANUARY 19, 1967

Mr. MULTER introduced the following bill; which was referred to the Committee on Armed Services

A BILL

To amend section 2310 of title 10 of the United States Code, relating to determinations and decisions as to procurement.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*
3 That subsections (a) and (b) of section 2310 of title 10
4 of the United States Code are amended to read as follows:
5 “(a) Determinations and decisions required to be made
6 under this chapter by the head of an agency may be made
7 for an individual purchase or contract or for a class of pur-
8 chases or contracts. Except for the determinations required
9 under clauses (11)–(16), inclusive, of section 2304(a),
10 the determinations and decisions required to be made under
11 this chapter by the head of an agency are final.

1 “(b) Each determination or decision under clauses
2 (11)–(16), inclusive, of section 2304 (a), section 2306, or
3 section 2307 (c) of this title shall be based on a written find-
4 ing by the person making the determination or decision.
5 Except for findings on which determinations under clauses
6 (11)–(16), inclusive, of section 2304 (a) are based, the
7 findings required by this subsection are final. All findings
8 required by this subsection shall be kept available in the
9 agency for at least six years after the date of the determi-
10 nation or decision. A copy of the finding shall be submitted
11 to the General Accounting Office with each contract to which
12 it applies.”

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To amend section 2310 of title 10 of the United States Code, relating to determinations and decisions as to procurement.

By Mr. MULTER

JANUARY 19, 1967

Referred to the Committee on Armed Services

TRANSMITTAL SLIP		DATE 1 February 1967
TO: Chief, RAS <i>[initials]</i>		<i>[redacted]</i>
ROOM NO. 702	BUILDING Magazine	
REMARKS:		
<p>Vince:</p> <p>The attached bill H. R. 3138 is forwarded as of possible interest regarding retention of findings on P. 2.</p> <p><i>[Signature: Mel]</i></p> <p>Mel</p>		
<p style="text-align: right;">1 FEB 1967 <i>[initials]</i></p>		
FROM: <i>[redacted]</i>		
ROOM NO. 705	Magazine	EXTENSION 2761

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

[PUBLIC LAW 754—81ST CONGRESS]

[CHAPTER 849—2D SESSION]

[S. 3959]

AN ACT

To amend the Federal Property and Administrative Services Act of 1949, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the parenthetical expression appearing in clause (1) of the final sentence of subsection (a) of section 109 of the Federal Property and Administrative Services Act of 1949 (Public Law 152, Eighty-first Congress) is amended to read as follows:

“(including the purchase from or through the Public Printer, for warehouse issue, of standard forms, blankbook work, standard specifications, and other printed material in common use by Federal agencies not available through the Superintendent of Documents).”

SEC. 2. (a) Clause (2) of the final sentence of subsection (a) of section 109 of the Federal Property and Administrative Services Act of 1949, as hereinbefore amended, is amended to read as follows: “(2) for paying the purchase price, transportation to first storage point of supplies and services, and the cost of personal services employed directly in the repair, rehabilitation, and conversion of personal property.”

(b) The third sentence of subsection (b) of section 109 of such Act is amended to read as follows: “On and after such date, such prices shall be fixed at levels so as to recover so far as practicable the applicable purchase price, the transportation cost to first storage point, inventory losses, the cost of personal services employed directly in the repair, rehabilitation, and conversion of personal property, and the cost of amortization and repair of equipment utilized for lease or rent to executive agencies.”

(c) The amendments made by this section shall be effective on the date, not earlier than July 1, 1950, on which the Administrator of General Services shall determine that appropriated funds adequate to effectuate the purposes of such amendments have been made available.

SEC. 3. (a) The final sentence of subsection (b) of section 109 of the Federal Property and Administrative Services Act of 1949 is amended to read as follows: “Where an advance of funds is not made, the General Services Administration shall be reimbursed promptly out of funds of the requisitioning agency in accordance with accounting procedures approved by the Comptroller General: *Provided*, That in any case where payment shall not have been made by the requisitioning agency within forty-five days after the date of billing by the Administrator or the date on which an actual liability for supplies or services is incurred by the Administrator, whichever is the later, reimbursement may be obtained by the Administrator by

the issuance of transfer and counterwarrants, or other lawful transfer documents, supported by itemized invoices."

(b) Section 109 of the Federal Property and Administrative Services Act of 1949 is amended by adding at the end thereof the following new subsection:

"(g) Whenever any producer or vendor shall tender any article or commodity for sale to the General Services Administration or to any procurement authority acting under the direction and control of the Administrator pursuant to this Act, the Administrator is authorized in his discretion, with the consent of such producer or vendor, to cause to be conducted, in such manner as the Administrator shall specify, such tests as he shall prescribe to determine whether such article or commodity conforms to prescribed specifications and standards. When the Administrator determines that the making of such tests will serve predominantly the interest of such producer or vendor, he shall charge such producer or vendor a fee which shall be fixed by the Administrator in such amount as will recover the cost of conducting such tests, including all components of such cost, determined in accordance with accepted accounting principles. When the Administrator determines that the making of such tests will not serve predominantly the interest of such producer or vendor, he shall charge such producer or vendor such fee as he shall determine to be reasonable for the furnishing of such testing service. All such fees collected by the Administrator may be deposited in the General Supply Fund to be used for any purpose authorized by subsection 109 (a) of this Act."

SEC. 4. Paragraphs (1) and (2) of section 203 (j) of the Federal Property and Administrative Services Act of 1949 are amended to read as follows:

"(1) Under such regulations as he may prescribe, the Administrator is authorized in his discretion to donate for educational purposes or public health purposes, including research, in the States, Territories, and possessions without cost (except for costs of care and handling) such equipment, materials, books, or other supplies under the control of any executive agency as shall have been determined to be surplus property and which shall have been determined under paragraph (2) or paragraph (3) of this subsection to be usable and necessary for educational purposes or public health purposes, including research.

"(2) Determination whether such surplus property (except surplus property donated in conformity with paragraph (3) of this subsection) is usable and necessary for educational purposes or public health purposes, including research, shall be made by the Federal Security Administrator, who shall allocate such property on the basis of needs and utilization for transfer by the Administrator of General Services to tax-supported medical institutions, hospitals, clinics, health centers, school systems, schools, colleges, and universities, and to other non-profit medical institutions, hospitals, clinics, health centers, schools, colleges, and universities which have been held exempt from taxation under section 101 (6) of the Internal Revenue Code, or to State departments of education or health for distribution to such tax-supported and nonprofit medical institutions, hospitals, clinics, health centers, school systems, schools, colleges, and universities; except that

in any State where another agency is designated by State such purpose such transfer shall be made to said agency for distribution within the State."

SEC. 5. The Federal Property and Administrative Services Act of 1949 is amended by—

(a) redesignating section 210 thereof as section 212, and whenever such section number appears in such Act as originally enacted, it is amended to conform to the redesignation prescribed by this subsection;

(b) inserting in the table of contents appearing in the first section of such Act, immediately after the line in which "Sec. 209." appears, the following:

"Sec. 210. Operation of buildings and related activities.

"Sec. 211. Motor vehicle identification."

(c) inserting, immediately after section 209 thereof, the following new sections:

"OPERATION OF BUILDINGS AND RELATED ACTIVITIES

"Sec. 210. (a) Whenever and to the extent that the Administrator has been or hereafter may be authorized by any provision of law other than this subsection to maintain, operate, and protect any building, property, or grounds situated in or outside the District of Columbia, including the construction, repair, preservation, demolition, furnishing, and equipment thereof, he is authorized in the discharge of the duties so conferred upon him—

"(1) to purchase, repair, and clean uniforms for civilian employees of the General Services Administration who are required by law or regulation to wear uniform clothing;

"(2) to furnish arms and ammunition for the protection force maintained by the General Services Administration;

"(3) to pay ground rent for buildings owned by the United States or occupied by Federal agencies, and to pay such rent in advance when required by law or when the Administrator shall determine such action to be in the public interest;

"(4) to employ and pay personnel employed in connection with the functions of operation, maintenance, and protection of property at such per diem rates as may be approved by the Administrator, not exceeding rates currently paid by private industry for similar services in the place where such services are performed;

"(5) without regard to the provisions of section 322 of the Act of June 30, 1932 (47 Stat. 412), as amended, to pay rental, and to make repairs, alterations, and improvements under the terms of any lease entered into by, or transferred to, the General Services Administration for the housing of any Federal agency which on June 30, 1950, was specifically exempted by law from the requirements of said section;

"(6) to obtain payments, through advances or otherwise, for services, space, quarters, maintenance, repair, or other facilities furnished, on a reimbursable basis, to any other Federal agency, or any mixed-ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, and to credit such payments to the applicable appropriation of the General Services Administration;

"(7) to make changes in, maintain, and repair the pneumatic tube system connecting buildings owned by the United States or occupied by Federal agencies in New York City installed under franchise of the city of New York, approved June 29, 1909, and June 11, 1928, and to make payments of any obligations arising thereunder in accordance with the provisions of the Acts approved August 5, 1909 (36 Stat. 120), and May 15, 1928 (45 Stat. 533);

"(8) to repair, alter, and improve rented premises, without regard to the 25 per centum limitation of section 322 of the Act of June 30, 1932 (47 Stat. 412), as amended, upon a determination by the Administrator that by reason of circumstances set forth in such determination the execution of such work, without reference to such limitation, is advantageous to the Government in terms of economy, efficiency, or national security: *Provided*, That such determination shall show that the total cost (rentals, repairs, alterations, and improvements) to the Government for the expected life of the lease shall be less than the cost of alternative space which needs no such repairs, alterations, or improvements. A copy of every such determination so made shall be furnished to the General Accounting Office;

"(9) to pay sums in lieu of taxes on real property declared surplus by Government corporations, pursuant to the Surplus Property Act of 1944, where legal title to such property remains in any such Government corporation;

"(10) to furnish utilities and other services where such utilities and other services are not provided from other sources to persons, firms, or corporations occupying or utilizing plants or portions of plants which constitute (A) a part of the National Industrial Reserve pursuant to the National Industrial Reserve Act of 1948, or (B) surplus real property, and to credit the amounts received therefrom to the applicable appropriation of the General Services Administration;

"(11) at the direction of the Secretary of Defense, to use proceeds received from insurance against damage to properties of the National Industrial Reserve for repair or restoration of the damaged properties; and

"(12) to acquire, by purchase, condemnation, or otherwise, real estate and interests therein.

"(b) At the request of any Federal agency or any mixed-ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, the Administrator is hereby authorized to operate, maintain, and protect any building owned by the United States (or, in the case of any wholly owned or mixed-ownership Government corporation, by such corporation) and occupied by the agency or instrumentality making such request.

"(c) At the request of any Federal agency or any mixed-ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, the Administrator is hereby authorized (1) to acquire land for buildings and projects authorized by the Congress; (2) to make or cause to be made, under contract or otherwise, surveys and test borings and to prepare plans and specifications for such buildings and projects prior to the approval by the Attorney General of the title to the sites thereof; and (3) to contract for, and

to supervise, the construction and development and the equipment of such buildings or projects. Any sum available to any such Federal agency or instrumentality for any such building or project may be transferred by such agency to the General Services Administration in advance for such purposes as the Administrator shall determine to be necessary, including the payment of salaries and expenses of personnel engaged in the preparation of plans and specifications or in field supervision, and for general office expenses to be incurred in the rendition of any such service.

"(d) Whenever the Director of the Bureau of the Budget shall determine such action to be in the interest of economy or efficiency, he shall transfer to the Administrator all functions then vested in any other Federal agency with respect to the operation, maintenance, and custody of any office building owned by the United States or any wholly owned Government corporation, or any office building or part thereof occupied by any Federal agency under any lease, except that no transfer shall be made under this subsection—

"(1) of any post-office building unless the Director shall first determine that such building is not used predominantly for post-office purposes, and functions which are transferred hereunder to the Administrator with respect to any post-office building may be delegated by him only to another officer or employee of the General Services Administration or to the Postmaster General;

"(2) of any building located in any foreign country;

"(3) of any building located on the grounds of any fort, camp, post, arsenal, navy yard, naval training station, airfield, proving ground, military supply depot, or school, or of any similar facility of the Department of Defense, unless and to such extent as a permit for its use by another agency or agencies shall have been issued by the Secretary of Defense or his duly authorized representative;

"(4) of any building which the Director of the Bureau of the Budget finds to be a part of a group of buildings which are (A) located in the same vicinity, (B) utilized wholly or predominantly for the special purposes of the agency having custody thereof, and (C) not generally suitable for the use of other agencies; or

"(5) of the Treasury Building, the Bureau of Engraving and Printing Building, the buildings occupied by the National Bureau of Standards, and the buildings under the jurisdiction of the regents of the Smithsonian Institution.

"(e) Notwithstanding any other provision of law, the Administrator is authorized, in accordance with policies and directives prescribed by the President under section 205 (a) and after consultation with the heads of the executive agencies affected, to assign and reassign space of all executive agencies in Government-owned and leased buildings in and outside the District of Columbia upon a determination by the Administrator that such assignment or reassignment is advantageous to the Government in terms of economy, efficiency, or national security.

"MOTOR VEHICLE IDENTIFICATION

"Sec. 211. Under regulations prescribed by the Administrator, every motor vehicle acquired and used for official purposes within the United States, its Territories, or possessions, by any Federal agency

or the District of Columbia shall be conspicuously identified by showing thereon either (a) the full name of the department, establishment, corporation, or agency by which it is used and the service in which it is used, or (b) a title descriptive of the service in which it is used if such title readily identifies the department, establishment, corporation, or agency concerned, and the legend 'For official use only': *Provided*, That the regulations issued pursuant to this section may provide for exemptions from the requirement of this section when conspicuous identification would interfere with the purpose for which a vehicle is acquired and used."

SEC. 6. The Federal Property and Administrative Services Act of 1949 is amended by—

(a) redesignating "title V" of such Act as "title VI" thereof, and "title V", wherever it appears therein, is amended to read "title VI";

(b) redesignating sections 501-505, inclusive, of such Act, respectively, as sections 601-605, inclusive, thereof, and wherever any such section number appears in such Act as originally enacted, it is amended to conform in numbering to the redesignation prescribed by this subsection;

(c) inserting at the proper place in the table of contents to such Act the following:

"TITLE V—FEDERAL RECORDS

- "Sec. 501. Short title.
- "Sec. 502. Custody and control of property.
- "Sec. 503. National Historical Publications Commission.
- "Sec. 504. Federal Records Council.
- "Sec. 505. Records management; the Administrator.
- "Sec. 506. Records management; agency heads.
- "Sec. 507. Archival administration.
- "Sec. 508. Reports.
- "Sec. 509. Legal status of reproductions.
- "Sec. 510. Limitation on liability.
- "Sec. 511. Definitions."

(d) inserting, immediately following title IV thereof, the following new title:

"TITLE V—FEDERAL RECORDS

"SHORT TITLE

"SEC. 501. This title may be cited as the 'Federal Records Act of 1950'.

"CUSTODY AND CONTROL OF PROPERTY

"SEC. 502. The Administrator shall have immediate custody and control of the National Archives Building and its contents, and shall have authority to design, construct, purchase, lease, maintain, operate, protect, and improve buildings used by him for the storage of records of Federal agencies in the District of Columbia and elsewhere.

"NATIONAL HISTORICAL PUBLICATIONS COMMISSION

"SEC. 503. (a) There is hereby created a National Historical Publications Commission consisting of the Archivist (or an alternate design-

nated by him), who shall be Chairman; the Librarian of Congress (or an alternate designated by him); one Member of the United States Senate to be appointed, for a term of four years, by the President of the Senate; one Member of the House of Representatives to be appointed, for a term of two years, by the Speaker of the House of Representatives; one representative of the judicial branch of the Government to be appointed, for a term of four years, by the Chief Justice of the United States; one representative of the Department of State to be appointed, for a term of four years, by the Secretary of State; one representative of the Department of Defense to be appointed, for a term of four years, by the Secretary of Defense; two members of the American Historical Association to be appointed by the council of the said association, one of whom shall serve an initial term of two years and the other an initial term of three years, but their successors shall be appointed for terms of four years; and two other members outstanding in the fields of the social or physical sciences to be appointed by the President of the United States, one of whom shall serve an initial term of one year and the other an initial term of three years, but their successors shall be appointed for terms of four years. The Commission shall meet annually and on call of the Chairman.

“(b) Any person appointed to fill a vacancy in the membership of the Commission shall be appointed only for the unexpired term of the member whom he shall succeed, and his appointment shall be made in the same manner in which the appointment of his predecessor was made.

“(c) The Commission is authorized to appoint, without reference to the Classification Act of 1949 (Public Law 429, 81st Congress, approved October 28, 1949), an executive director and such editorial and clerical staff as the Commission may determine to be necessary. Members of the Commission who represent any branch or agency of the Government shall serve as members of the Commission without additional compensation. All members of the Commission shall be reimbursed for transportation expenses incurred in attending meetings of the Commission, and all such members other than those who represent any branch or agency of the Government of the United States shall receive in lieu of subsistence en route to or from or at the place of such service, for each day actually spent in connection with the performance of their duties as members of such Commission, such sum, not to exceed \$25, as the Commission shall prescribe.

“(d) The Commission shall make plans, estimates, and recommendations for such historical works and collections of sources as it deems appropriate for printing or otherwise recording at the public expense. The Commission shall also cooperate with and encourage appropriate Federal, State, and local agencies and nongovernmental institutions, societies, and individuals in collecting and preserving and, when it deems such action to be desirable, in editing and publishing the papers of outstanding citizens of the United States and such other documents as may be important for an understanding and appreciation of the history of the United States. The Chairman of the Commission shall transmit to the Administrator from time to time, and at least once annually, such plans, estimates, and recommendations as have been approved by the Commission.

"FEDERAL RECORDS COUNCIL

"SEC. 504. The Administrator shall establish a Federal Records Council, and shall advise and consult with the Council with a view to obtaining its advice and assistance in carrying out the purposes of this title. The Council shall include representatives of the legislative, judicial, and executive branches of the Government in such number as the Administrator shall determine, but such Council shall include at least four representatives of the legislative branch, at least two representatives of the judicial branch, and at least six representatives of the executive branch. Members of the Council representing the legislative branch shall be designated, in equal number, by the President of the Senate and the Speaker of the House of Representatives, respectively. Members of the Council representing the judicial branch shall be designated by the Chief Justice of the United States. The Administrator is authorized to designate from persons named by the head of any executive agency concerned, not more than one representative from such agency to serve as a member of the Council. Members of the Council shall serve without compensation, but shall be reimbursed for all necessary expenses actually incurred in the performance of their duties as members of the Council. The Council shall elect a chairman from among its own membership, and shall meet at least once annually.

"RECORDS MANAGEMENT; THE ADMINISTRATOR

"SEC. 505. (a) The Administrator shall make provisions for the economical and efficient management of records of Federal agencies (1) by analyzing, developing, promoting, and coordinating standards, procedures, and techniques designed to improve the management of records, to insure the maintenance and security of records deemed appropriate for preservation, and to facilitate the segregation and disposal of records of temporary value, and (2) by promoting the efficient and economical utilization of space, equipment, and supplies needed for the purpose of creating maintaining, storing, and servicing records.

"(b) The Administrator shall establish standards for the selective retention of records of continuing value, and assist Federal agencies in applying such standards to records in their custody; and he shall notify the head of any Federal agency of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of such agency that shall come to his attention, and assist the head of such agency in initiating action through the Attorney General for the recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law.

"(c) The Administrator is authorized to inspect or survey personally or by deputy the records of any Federal agency, as well as to make surveys of records management and records disposal practices in such agencies, and shall be given the full cooperation of officials and employees of agencies in such inspections and surveys: *Provided*, That records, the use of which is restricted by or pursuant to law or for reasons of national security or the public interest, shall be inspected or surveyed in accordance with regulations promulgated by the Administrator, subject to the approval of the head of the custodial agency.

"(d) The Administrator is authorized to establish, maintain, and operate records centers for the storage, processing, and servicing of

records for Federal agencies pending their deposit with the National Archives of the United States or their disposition in any other manner authorized by law; and to establish, maintain, and operate centralized microfilming services for Federal agencies.

"(e) Subject to applicable provisions of law, the Administrator shall promulgate regulations governing the transfer of records from the custody of one executive agency to that of another.

"(f) The Administrator may empower any Federal agency, upon the submission of evidence of need therefor, to retain records for a longer period than that specified in disposal schedules approved by Congress, and, in accordance with regulations promulgated by him, may withdraw disposal authorizations covering records listed in disposal schedules approved by Congress.

"RECORDS MANAGEMENT; AGENCY HEADS

"SEC. 506. (a) The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

"(b) The head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of current business; (2) cooperation with the Administrator in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value; and (3) compliance with the provisions of this title and the regulations issued thereunder.

"(c) Whenever the head of a Federal agency determines that substantial economies or increased operating efficiency can be effected thereby, he shall provide for the storage, processing, and servicing of records that are appropriate therefor in a records center maintained and operated by the Administrator or, when approved by the Administrator, in such a center maintained and operated by the head of such Federal agency.

"(d) Any official of the Government who is authorized to certify to facts on the basis of records in his custody, is hereby authorized to certify to facts on the basis of records that have been transferred by him or his predecessors to the Administrator.

"(e) The head of each Federal agency shall establish such safeguards against the removal or loss of records as he shall determine to be necessary and as may be required by regulations of the Administrator. Such safeguards shall include making it known to all officials and employees of the agency (1) that no records in the custody of the agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434), and (2) the penalties

provided by law for the unlawful removal or destruction of records.

"(f) The head of each Federal agency shall notify the Administrator of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the agency of which he is the head that shall come to his attention, and with the assistance of the Administrator shall initiate action through the Attorney General for the recovery of records he knows or has reason to believe have been unlawfully removed from his agency, or from any other Federal agency whose records have been transferred to his legal custody.

"(g) Nothing in this title shall be construed as limiting the authority of the Comptroller General of the United States with respect to prescribing accounting systems, forms, and procedures, or lessening the responsibility of collecting and disbursing officers for rendition of their accounts for settlement by the General Accounting Office.

"ARCHIVAL ADMINISTRATION"

"SEC. 507. (a) The Administrator, whenever it appears to him to be in the public interest, is hereby authorized—

"(1) to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress of the United States that are determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government;

"(2) to direct and effect, with the approval of the head of the originating agency (or if the existence of such agency shall have been terminated, then with the approval of his successor in function, if any), the transfer of records deposited (or approved for deposit) with the National Archives of the United States to public or educational institutions or associations: *Provided*, That the title to such records shall remain vested in the United States unless otherwise authorized by Congress; and

"(3) to direct and effect the transfer of materials from private sources authorized to be received by the Administrator by the provisions of subsection (e) of this section.

"(b) The Administrator shall be responsible for the custody, use, and withdrawal of records transferred to him: *Provided*, That whenever any records the use of which is subject to statutory limitations and restrictions are so transferred, permissive and restrictive statutory provisions with respect to the examination and use of such records applicable to the head of the agency from which the records were transferred or to employees of that agency shall thereafter likewise be applicable to the Administrator, the Archivist, and to the employees of the General Services Administration, respectively: *Provided further*, That whenever the head of any agency shall specify in writing restrictions that appear to him to be necessary or desirable in the public interest, on the use or examination of records being considered for transfer from his custody to the Administrator, the Administrator shall impose such restrictions on the records so transferred, and shall not remove or relax such restrictions without the concurrence in writing of the head of the agency from which the material shall have been transferred (or if the existence of such agency shall have been terminated, then he shall not remove or relax such restrictions without

the concurrence of the successor in function, if any, of such agency head): *Provided, however,* That statutory and other restrictions referred to in the provisos of this subsection shall not remain in force or effect after the records have been in existence for fifty years unless the Administrator by order shall determine with respect to specific bodies of records that such restrictions shall remain in force and effect for a longer period: *And provided further,* That restrictions on the use or examination of records deposited with the National Archives of the United States heretofore imposed and now in force and effect under the terms of section 3 of the National Archives Act, approved June 19, 1934, shall continue in force and effect regardless of the expiration of the tenure of office of the official who imposed them but may be removed or relaxed by the Administrator with the concurrence in writing of the head of the agency from which material has been transferred (or if the existence of such agency shall have been terminated, then with the concurrence in writing of his successor in function, if any).

"(c) The Administrator shall make provisions for the preservation, arrangement, repair and rehabilitation, duplication and reproduction (including microcopy publications), description, and exhibition of records transferred to him as may be needful or appropriate, including the preparation and publication of inventories, indexes, catalogs, and other finding aids or guides facilitating their use; and, when approved by the National Historical Publications Commission, he may also publish such historical works and collections of sources as seem appropriate for printing or otherwise recording at the public expense.

"(d) The Administrator shall make such provisions and maintain such facilities as he deems necessary or desirable for servicing records in his custody that are not exempt from examination by statutory provisions or other restrictions.

"(e) The Administrator may accept for deposit—

"(1) the personal papers and other personal historical documentary materials of the present President of the United States, his successors, heads of executive departments, and such other officials of the Government as the President may designate, offered for deposit under restrictions respecting their use specified in writing by the prospective depositors: *Provided,* That restrictions so specified on such materials, or any portions thereof, accepted by the Administrator for such deposit shall have force and effect during the lifetime of the depositor or for a period not to exceed twenty-five years, whichever is longer, unless sooner terminated in writing by the depositor or his legal heirs: *And provided further,* That the Archivist determines that the materials accepted for such deposit will have continuing historical or other values;

"(2) motion-picture films, still pictures, and sound recordings from private sources that are appropriate for preservation by the Government as evidence of its organization, functions, policies, decisions, procedures, and transactions.

Title to materials so deposited under this subsection shall pass to and vest in the United States.

"(f) The Administrator is hereby authorized to make and preserve motion-picture films, still pictures, and sound recordings pertaining to and illustrative of the historical development of the United States Government and its activities, and to make provisions for preparing, editing, titling, scoring, processing, duplicating, reproducing, exhibiting, and releasing for nonprofit educational purposes, motion-picture films, still pictures, and sound recordings in his custody.

"REPORTS

"SEC. 508. (a) The Administrator is hereby authorized, whenever he deems it necessary, to obtain reports from Federal agencies on their activities under the provisions of this title and the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434).

"(b) The Administrator shall, whenever he finds that any provisions of this title have been or are being violated, inform in writing the head of the agency concerned of such violations and make recommendations regarding means of correcting them. Unless corrective measures satisfactory to the Administrator are inaugurated within a reasonable time, the Administrator shall submit a written report thereon to the President and the Congress.

"LEGAL STATUS OF REPRODUCTIONS

"SEC. 509. (a) Whenever any records that are required by statute to be retained indefinitely have been reproduced by photographic, microphotographic, or other processes, in accordance with standards established by the Administrator, the indefinite retention of such photographic, microphotographic, or other reproductions will be deemed to constitute compliance with the statutory requirement for the indefinite retention of such original records. Such reproductions, as well as reproductions made in compliance with regulations promulgated to carry out this title, shall have the same legal status as the originals thereof.

"(b) There shall be an official seal for the National Archives of the United States which shall be judicially noticed. When any copy or reproduction, furnished under the terms hereof, is authenticated by such official seal and certified by the Administrator, such copy or reproduction shall be admitted in evidence equally with the original from which it was made.

"(c) The Administrator may charge a fee not in excess of 10 per centum above the costs or expenses for making or authenticating copies or reproductions of materials transferred to his custody. All such fees shall be paid into, administered, and expended as a part of the National Archives Trust Fund provided for in section 5 of the Act approved July 9, 1941. There shall be no charge for making or authenticating copies or reproductions of such materials for official use by the United States Government: *Provided*, That reimbursement may be accepted to cover the cost of furnishing such copies or reproductions that could not otherwise be furnished.

"LIMITATION ON LIABILITY

"SEC. 510. With respect to letters and other intellectual productions (exclusive of material copyrighted or patented) after they come into

the custody or possession of the Administrator, neither the United States nor its agents shall be liable for any infringement of literary property rights or analogous rights arising thereafter out of use of such materials for display, inspection, research, reproduction, or other purposes.

"DEFINITIONS

"SEC. 511. When used in this title—

"(a) The term 'records' shall have the meaning given to such term by section 1 of the Act entitled 'An Act to provide for the disposal of certain records of the United States Government', approved July 7, 1943 (57 Stat. 380, as amended; 44 U. S. C. 366);

"(b) The term 'records center' means an establishment maintained by the Administrator or by a Federal agency primarily for the storage, servicing, security, and processing of records that must be preserved for varying periods of time and need not be retained in office equipment and space;

"(c) The term 'servicing' means making available for use information in records and other materials in the custody of the Administrator—

"(1) by furnishing such records or other materials, or information from such records or other materials, or copies or reproductions thereof to agencies of the Government for official use and to the public; and

"(2) by making and furnishing authenticated or unauthenticated copies or reproductions of such records and other materials;

"(d) The term 'National Archives of the United States' means those official records that have been determined by the Archivist to have sufficient historical or other value to warrant their continued preservation by the United States Government, and have been accepted by the Administrator for deposit in his custody;

"(e) The term 'unauthenticated copies' means exact copies or reproductions of records or other materials that are not certified as such under seal and that need not be legally accepted as evidence; and

"(f) The term 'Archivist' means the Archivist of the United States."

SEC. 7. The Federal Property and Administrative Services Act of 1949 is further amended by—

(a) striking out the word "and" preceding "(2)" in subsection (d) of section 3 thereof; substituting a semicolon for the period at the end of said subsection; and adding at the end of such subsection the following: "and (3) records of the Federal Government.";

(b) striking out, in section 208 (a) thereof, the expression "and V", and inserting in lieu thereof the expression "V, and VI";

(c) striking out, in section 208 (b) thereof, the expression "and V", and inserting in lieu thereof the expression "V, and VI";

(d) striking out the word "and" at the end of paragraph (30) of section 602 (a); striking out the period at the end of paragraph (31) of section 602 (a) and inserting in lieu thereof a semicolon; and adding at the end of section 602 (a) the following new paragraphs:

"(32) the Act entitled 'An Act to establish a National Archives of the United States Government, and for other purposes', approved June 19, 1934 (48 Stat. 1122-1124, as amended; 44 U. S. C. 300, 300a, 300c-k); and

"(33) section 4 of the Act of February 3, 1905 (33 Stat. 687, as amended; 5 U. S. C. 77)."

(e) amending subsection 602 (b) and (c) thereof to read as follows:

"(b) There are hereby superseded—

"(1) the provisions of the first, third, and fifth paragraphs of section 1 of Executive Order Numbered 6166 of June 10, 1933, insofar as they relate to any function now administered by the Bureau of Federal Supply except functions with respect to standard contract forms; and

"(2) sections 2 and 4 of the Act entitled 'An Act to provide for the disposal of certain records of the United States Government', approved July 7, 1943 (57 Stat. 381, as amended; 44 U. S. C. 367 and 369), to the extent that the provisions thereof are inconsistent with the provisions of title V of this Act.

"(c) The authority conferred by this Act shall be in addition and paramount to any authority conferred by any other law and shall not be subject to the provisions of any law inconsistent herewith, except that sections 205 (b) and 206 (c) of this Act shall not be applicable to any Government corporation or agency which is subject to the Government Corporation Control Act (59 Stat. 597; 31 U. S. C. 841)."

(f) amending paragraphs (17), (18), and (19) of section 602 (d) thereof to read as follows:

"(17) the Central Intelligence Agency;

"(18) the Joint Committee on Printing, under the Act entitled 'An Act providing for the public printing and binding and the distribution of public documents' approved January 12, 1895 (28 Stat. 601), as amended or any other Act; or

"(19) for such period of time as the President may specify, any other authority of any executive agency which the President determines within one year after the effective date of this Act should, in the public interest, stand unimpaired by this Act."

(g) striking out the period at the end of section 603 (a) thereof and inserting in lieu thereof a comma and the following: "including payment in advance, when authorized by the Administrator, for library memberships in societies whose publications are available to members only, or to members at a price lower than that charged to the general public."

SEC. 8. (a) Subsection 3 (b) of the Federal Property and Administrative Services Act of 1949 is amended to read as follows:

"(b) The term 'Federal agency' means any executive agency or any establishment in the legislative or judicial branch of the Government (except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction)."

(b) Section 201 (b) of the Federal Property and Administrative Services Act of 1949 is amended by striking out the expression "or the Senate, or the House of Representatives,".

(c) Section 602 of the Federal Property and Administrative Services Act of 1949 is amended by redesignating subsection (e) thereof

as subsection (f), and inserting, immediately after subsection (d) thereof, the following new subsection:

"(e) No provision of this Act, as amended, shall apply to the Senate or the House of Representatives (including the Architect of the Capitol and any building, activity, or function under his direction), but any of the services and facilities authorized by this Act to be rendered or furnished shall, as far as practicable, be made available to the Senate, the House of Representatives, or the Architect of the Capitol, upon their request, and, if payment would be required for the rendition or furnishing of a similar service or facility to an executive agency, payment therefor shall be made by the recipient thereof, upon presentation of proper vouchers, in advance or by reimbursement (as may be agreed upon by the Administrator and the officer or body making such request). Such payment may be credited to the applicable appropriation of the executive agency receiving such payment."

SEC. 9. The Federal Property and Administrative Services Act of 1949, section 205 (h), is hereby amended by striking out the last word of the sentence "title" and inserting in lieu thereof the word "Act".

SEC. 10. (a) Whenever any contract made on behalf of the Government by the head of any Federal Agency, or by officers authorized by him so to do, includes a provision for liquidated damages for delay, the Comptroller General upon recommendation of such head is authorized and empowered to remit the whole or any part of such damages as in his discretion may be just and equitable.

(b) Section 306 of the Federal Property and Administrative Services Act of 1949, is hereby repealed, and this section shall be effective as of July 1, 1949.

SEC. 11. All laws or parts of laws in conflict with the provisions of this Act or with any amendment made thereby are, to the extent of such conflict, hereby repealed.

Approved September 5, 1950:

as subsection (f), and inserting, immediately after subsection (d) thereof, the following new subsection:

"(e) No provision of this Act, as amended, shall apply to the Senate or the House of Representatives (including the Architect of the Capitol and any building, activity, or function under his direction), but any of the services and facilities authorized by this Act to be rendered or furnished shall, as far as practicable, be made available to the Senate, the House of Representatives, or the Architect of the Capitol, upon their request, and, if payment would be required for the rendition or furnishing of a similar service or facility to an executive agency, payment therefor shall be made by the recipient thereof, upon presentation of proper vouchers, in advance or by reimbursement (as may be agreed upon by the Administrator and the officer or body making such request). Such payment may be credited to the applicable appropriation of the executive agency receiving such payment."

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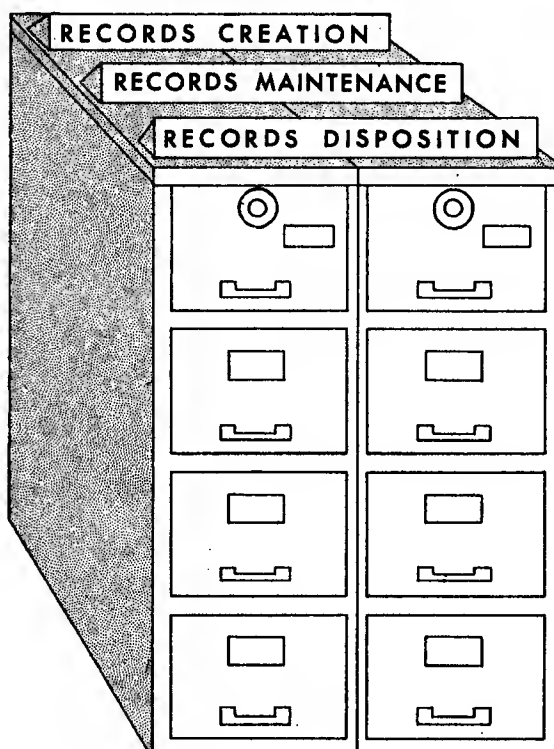
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SEC. 11. All laws or parts of laws in conflict with the provisions of this Act or with any amendment made thereby are, to the extent of such conflict, hereby repealed.

Approved September 5, 1950.

RECORDS ADMINISTRATION PROGRAM

A BRIEF ON THE FUNCTIONAL
AREAS OF RECORDS MANAGEMENT



1965

FOREWORD

This Guide outlines the scope of the Agency Records Administration Program. It provides information and guidance to Records Administration Officers. Program objectives and the methods to accomplish them are stated in broad terms.

The Guide is written functionally; therefore the various elements of the Program are not necessarily outlined in the order in which they may be undertaken. However, the Guide may be used to familiarize Agency personnel with the areas to be covered and provide the Records Administration Officers with a basis for establishing the program and scheduling the various steps.

I. INTRODUCTION

1. Records are defined by statute, and Federal agencies are required by the Federal Records Act, Public Law 754, to establish and maintain an active and continuing Records Administration Program.
2. Records Administration is a specialized profession concerning problems and practices relating to the creation, maintenance, and use of records in the conduct of current business; their preservation as permanent records or their destruction when they are no longer required.
3. Authority for the Agency Records Administration program is regulation [REDACTED]. The essential guides and standards for implementing the Agency Records Administration Program are contained in Handbooks and other publications distributed by the Records Administration Staff. These are listed on the following pages under each functional section of this guide.
4. The overall administrative objective of a records administration program is to increase effectiveness of our operations by improving the quality of records and paperwork systems. The achievement of this objective requires control of the creation of correspondence, forms and reports. It requires decisions as to what records should be filed and how; what records should be retained and how long and which should be destroyed and when; and what records should be selected as vital to our operations in an emergency. This program will also insure that the records made and selected for retention properly document the organization, functions, policies and program accomplishments of our offices.
5. The Agency Records Administration program is administered on a decentralized basis and each component should establish their program as follows:
 - a. Determine program scope; select program elements that can be applied.
 - b. Determine staff requirements and select a Records Administration Officer.
 - c. Place program organizationally where it will be most effective.
 - d. Select Records Administration liaison officers at division levels.
 - e. Issue an internal program directive (See Sample - APPENDIX 1).
 - f. Provide for training in program elements.

I. INTRODUCTION (Continued)

6. The maintenance of a continuing program requires:
 - a. Reporting of program progress and status.
 - b. Continuous personal supervision and audit for adherence to prescribed policies and procedures.
 - c. Identification of qualitative and quantitative factors to measure program effectiveness.

II. REPORTS MANAGEMENT

1. Definition - A report is recorded data or information transmitted for use in evaluating performance, controlling operations, determining policy, or preparing other reports.
2. Objectives
 - a. Eliminate and prevent unnecessary or duplicate reporting.
 - b. Insure that instructions, forms and procedures for necessary reports are clear and complete.
 - c. Insure that required reports provide adequate data and that realistic reporting intervals are established.
 - d. Provide a central reference point for information on reports.
3. Method of Accomplishment
 - a. Conduct a reports inventory and establish reference files.
 - b. Establish controls for the clearance of reporting requirements.
 - c. Review and analyze all new reporting requirements.
 - d. Analyze reports to insure that they are prepared efficiently.
 - e. Conduct surveys to determine the need for reports.
4. Guides and Standards
 - a. Operating an Area Reports Management Program.
 - b. Introduction to Reports Management.

III. FORMS MANAGEMENT

1. Definition - A form is any document including letters, postcards, and memorandums, printed or otherwise reproduced with space for filling in information, descriptive material, or addresses.
2. Objectives
 - a. Insure the need for each existing form and each proposed form.
 - b. Reduce the number of forms through consolidation and by eliminating obsolete ones.
 - c. Simplify and improve essential forms.
 - d. Distribute forms economically.
 - e. Devise procedures for forms use to provide maximum efficiency.
3. Method of Accomplishment
 - a. Conduct forms inventory and establish reference files.
 - b. Establish controls for the clearance of new and revised forms.
 - c. Review and analyze requirements for forms and related procedures.
 - d. Conduct surveys to determine the need for each form.
4. Guides and Standards
 - a. Guide for the Administration of Forms Management.
 - b. Forms Analysis Handbook.
 - c. Forms Design Handbook.
 - d. Supply Catalog - Forms.
 - e. Forms Management Handbook.

IV. CORRESPONDENCE MANAGEMENT

1. Definition - Correspondence is a generic term including letters, form letters, telegrams, memorandums, endorsements, summary sheets, postal cards, routing slips, and other written communications.
2. Objectives
 - a. Simplify and speed up the preparation and handling of correspondence.
 - b. Improve the quality of correspondence.
 - c. Enable faster training and increased utilization of personnel.
 - d. Create better public relations.
3. Method of Accomplishment
 - a. Conduct surveys to determine the types and volume of correspondence prepared.
 - b. Review correspondence practices continuously.
 - c. Develop and maintain uniform correspondence procedures.
 - d. Develop and use pattern paragraphs, guide letters and form letters.
 - e. Review requirements to prevent non-essential copies.
4. Guides and Standards
 - a. Correspondence Handbook.
 - b. Correspondence Management - The Answer to Cutting Correspondence Costs.
 - c. Form Letters Handbook.
 - d. Plain Letters Handbook.
 - e. Guide Letters Handbook.
 - f. Correspondence Manual - U. S. Government.

V. MAIL MANAGEMENT

1. Definition - Mail consists of letters, telecommunications, memorandums, post cards, packages, publications, and other communications for distribution or dispatch.
2. Objectives
 - a. The prompt and systematic flow of mail from originators to action or information addresses.
 - b. Insure that action is accomplished within established time limits.
 - c. Provide for receipt and control of classified mail.
3. Method of Accomplishment
 - a. Conduct surveys to determine the types, volume and procedures.
 - b. Recommend effective procedures, forms, and modern equipment.
 - c. Install new methods and train personnel.
4. Guides and Standards

Instructions for Use of Courier Receipts and Log Record.

VI. FILES MANAGEMENT

1. Definition - A file is basically a folder of papers or other recording media regardless of physical form or characteristics maintained in filing equipment and occupying office or storage space.
2. Objectives
 - a. Develop a standard classification plan for the filing of administrative records.
 - b. Develop filing standards for the orderly maintenance and preservation of current records.
 - c. Provide indexes to facilitate reference to primary records.
 - d. Develop specialized systems for operational records.
3. Method of Accomplishment
 - a. Analyze the content of records to determine primary, secondary, and tertiary subject categories.
 - b. Apply the Subject-Numeric System of the Agency Filing Manual to administrative records.
 - c. Determine the arrangement of folders and guides.
 - d. Install system, prepare operating instructions, develop forms and train personnel.
 - e. Obtain necessary equipment and supplies.
 - f. Determine the extent that machine methods and specialized record keeping systems and equipment can be used.
4. Guides and Standards
 - a. Handbook for Subject Filing.
 - b. Checklist for Converting to a Subject-Numeric Filing System.
 - c. How to Improve Your Files.
 - d. A Guide to Filing of Papers.
 - e. Files Operations Handbook.

VII. EQUIPMENT AND SUPPLIES MANAGEMENT

1. Definition - A program for managing file cabinets, shelf files, visible files, mechanized files, file folders, file guides, and similar equipment and supplies used in maintaining records or processing mail.
2. Objectives
 - a. Standardize filing equipment and filing supplies.
 - b. Provide equipment that conserves file space.
 - c. Provide economical and efficient equipment and supplies.
3. Method of Accomplishment
 - a. Establish measures to insure that filing equipment and supplies conform to prescribed standards.
 - b. Maintain inventory of all filing equipment.
 - c. Approve all requisitions for equipment and supplies.
 - d. Return excess equipment and supplies to stock for re-use.
 - e. Determine availability of excess equipment before ordering new.
4. Guides and Standards
 - a. Handbook - Standardization and Use of Filing Equipment and Supplies.
 - b. Brochure - Overnight Storage Desk Trays.

VIII. RECORDS DISPOSITION MANAGEMENT

1. Definition - Records disposition is an organized program that provides for the systematic removal of inactive records from office space and their preservation or elimination in accordance with prescribed policies, procedures and legal authorities.
2. Objectives
 - a. The economical and systematic preservation and disposition of records according to Federal statutes and regulations and Agency policies.
 - b. Release office space and filing equipment no longer needed.
3. Method of Accomplishment
 - a. Conduct records disposition survey; obtain background information regarding the organizational structure, functions, and missions, and the flow of work within and between offices concerned.
 - b. Conduct the inventory and record on Form 138, Survey Work Sheet, data needed to determine retention and disposal dates.
 - c. Evaluate records for administrative, legal, fiscal, and historical values.
 - d. Develop records control schedules to provide for the disposition of record and nonrecord material by either permanent preservation, microfilming, destruction, or transfer to Archives and Records Center.
 - e. Obtain approval of schedules from operating officials and the Agency Records Administration Staff.
 - f. Maintain records control schedules up to date to reflect changes in organization.
 - g. Conduct periodic follow-up to insure that the disposition of records is being effected in accordance with schedules.
 - h. Distribute records control schedules to operating offices.
4. Guides and Standards
 - a. Guide for Preparation of Records Control Schedules.
 - b. Handbook - Applying Records Control Schedules.

IX. VITAL RECORDS MANAGEMENT

1. Definition - Vital Records Management is a systematic method of selecting, protecting and making available in an emergency records essential to operation, records to protect the rights of individuals, and their employers, and records essential to reconstruct normal functions after a loss or disaster.
2. Objectives
 - a. The secure transfer, storage, protection and availability of records essential to continuing the organization and which in the event of destruction would constitute an irreplaceable loss.
3. Method of Accomplishment
 - a. Identify Vital Records.
 - b. Develop Vital Records Deposit Schedules.
 - c. Transfer Vital Records to the Repository in accordance with the Schedule.
4. Guides and Standards
 - a. Checklist for Reviewing Vital Records.
 - b. Handbook - Protecting Vital Operating Records.

RECORDS ADMINISTRATION PROGRAM GUIDE

X. ARCHIVES AND RECORDS CENTER MANAGEMENT

1. Definition - A special facility to house the inactive and the archival records which are not needed in offices for current operations but which must be kept for legal, administrative, or historical values.
2. Objectives
 - a. Secure and efficient storage.
 - b. Prompt reference service.
 - c. Proper maintenance and disposition according to Records Control Schedules.
3. Method of Accomplishment
 - a. Receive records in accordance with Records Control Schedules.
 - b. Store records in special equipment efficiently.
 - c. Provide special locator and control records.
 - d. Carry out retention and disposal of records according to Records Control Schedules.
 - e. Return records to operating offices when properly authorized.
 - f. Provide reference service to authorized persons.
4. Guides and Standards
 - a. Guide for Records Retirement.
 - b. Federal Records Centers.
 - c. Your Records Center.

SAMPLE DIRECTIVE

RECORDS

1. RECORDS ADMINISTRATION

STATINTL In accordance with [REDACTED] there is hereby established a Records Administration Program.

This program will consist of the elements listed and described below:

- a. Reports Administration - The analysis, improvement, and control of administrative reporting.
- b. Correspondence Administration - The application of improved standards and procedures for preparing and handling correspondence.
- c. Forms Administration - The analysis, design, and control of forms.
- d. Records Maintenance - The establishment of standard procedures, systems, equipment, and supplies for records maintenance.
- e. Records Disposition - The economical and systematic disposition of Office records including their preservation, retention, transfer, protection, and disposal according to approved schedule.
- f. Vital Records Administration - The timely selection of vital records and their prompt transfer to and secure maintenance in a designated Agency repository. Vital records are records which are essential to the continued operation of the Agency in an emergency, and which, if destroyed, would constitute a serious or irreplaceable loss.

2. POLICY

STATINTL The office Records Administration Program will be administered by the [REDACTED] Records Administration Officer and governed by the policies of [REDACTED]

3. RESPONSIBILITIES

- a. The [REDACTED] Records Administration Officer will make the inventories, surveys and audits required to establish and maintain the program and he is responsible for submitting reports to the Assistant Director covering program activities and progress.
- b. The [REDACTED] Records Administration Officer will maintain liaison with the CIA Records Administration Officer and with other offices of the Agency as required.
- c. Chiefs of Divisions shall appoint a records liaison officer who will work with the [REDACTED] Records Administration Officer in establishing and maintaining the Records Administration Program.

SAMPLE OFFICE MEMO OF APPOINTMENT OF A RECORDS ADMINISTRATION OFFICER

TO : Chiefs Divisions and Staffs

DATE:

FROM : Assistant Director, _____

SUBJECT: Appointment of a Records Administration Officer

Effective _____, _____ is appointed.
Records Administration Officer. He is responsible for developing
and maintaining a records administration program for this Office
as described in _____.

STATINTL

Your co-operation with _____ in establishing this program
is requested. STATINTL

ASSISTANT DIRECTOR

S-E-C-R-E-T

AGENCY RECORDS MANAGEMENT PROGRAM

JANUARY - DECEMBER 1959

PART I - Program Highlights

1. OBLIGATIONS FOR FILING CABINETS REACH ZERO

The year 1959 was a significant one in CIA for records management. For the first time in the Agency's history, a fiscal year ended during which not a single dollar was obligated for the purchase of filing cabinets. In contrast, obligations in 1954 and prior years were over \$ $\frac{1}{2}$ million each year, and in 1955 through 1958 they were about \$200,000 yearly. The reduction of obligations to zero in FY 1959 is expected to be repeated during the current fiscal year.

These steady reductions in equipment costs resulted primarily from increased attention to three aspects of records management: (1) the retirement of inactive records to the Agency Records Center; (2) the prompt destruction of temporary records in offices; and (3) the close scrutiny of equipment use. Area Records Officers and the people they served played major roles in achieving these cost reductions. It is also significant that the volume of paperwork in the Agency increased during the same period these cost reductions occurred.

2. RECORDS MANAGEMENT RELIEVES SPACE PROBLEM

Records management again contributed to "holding the line" on requirements for additional headquarters office space. Over 27,000 square feet of floor space were made available for current and expanding operations by removing inactive records from offices and by using specialized space saving filing techniques. Again, Area Records Officers and other operating personnel deserve a major share of the credit for this achievement.

3. AGENCY FORMS INVENTORY HELD TO 2,000

An important function of records management is the removal of obsolete forms from the Agency's inventory. This activity is essential to offset the steadily increasing demand for forms, and the mounting costs to procure stock and handle them. In 1959, the purging activity hit a new high; 339 forms were eliminated for an eight year total of 1,421. Only by this dogged and continuing review has the Records Management Staff been able to hold the Agency's inventory to a low figure of around 2,000 forms.

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4. VITAL MATERIALS AND RECORDS CENTER OPERATIONS CONSOLIDATED

To capitalize on the excellent facilities of the Records Center and the number of people there that could perform both Records Center and VM operations, a decision was made to consolidate the two functions. Other advantages of the move are the elimination of one position and the release of supply storage space needed by the station.

5. RECORDS CENTER ACTIVITY INCREASES 66%

The Records Center received 17,029 cubic feet of records in 1959, 5,686 cubic feet, or 66%, more than in 1958. Coincidentally, there was an identical percentage of increase in the volume of reference and service activity at the Center. These increases were handled without additional personnel or overtime.

6. RECORDS MANAGEMENT TRAINING INCREASED

In the belief that records management is everybody's business, or stated another way, that components creating paperwork should share equally in managing it, the Records Management Staff stepped up its training program. Moreover, a steady decline in the number of people on the Records Management Staff from 26 in 1954 to 17 in 1959:

(1) Calls for greater Program participation by Area Records Officers and other operating personnel, and (2) increases the demand for records managers who have the qualifications to direct attention to the full cycle of paperwork, from its creation to its final disposition.

7. RECORDS MANAGEMENT PROGRAM GETS TOP-LEVEL SUPPORT

Sparked by a DCI staff meeting presentation, given by the Chief, Management Staff, Mr. Dulles expressed full support to the Program and directed that immediate measures be taken to reduce records holdings. Directives from Deputy Directors and Operating Officials gave further impetus to increasing records disposition activity at headquarters.

8. AGENCY RECORDS MANAGEMENT INFLUENCES GOVERNMENT AND INDUSTRY

The influence of the Records Management Program and its participants was not confined entirely to CIA during 1959. In recognition of their professional standing, members of the Staff were called upon to direct or participate in programs of the National Archives and

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8. AGENCY RECORDS MANAGEMENT INFLUENCES GOVERNMENT AND INDUSTRY (Cont'd)

Records Service, the Inter-agency Records Administration Conference, and the American Management Association. In addition, through their relationships and exchanges of ideas with their counterparts in other agencies, Records Management Staff Personnel regularly contributed to the general advancement of records management in Government.

PART II - Summary of Activities

1. Management of Record Making

During 1959, 1,352 forms analysis projects were conducted, involving 225 new, 298 revised, and 829 reprinted forms. Typical benefits from these and other forms analysis projects were:

- a. Eliminated clerical effort valued at \$4,000 in the preparation and handling of Personnel Record Questionnaires.
- b. Collaborated with the Supply Division on purging 79 non-standard forms from its operations.
- c. Eliminated 12 nonstandard safe check sheets and replaced them with the official Agency form.
- d. Simplified and reduced the size of the Request for Internal Training form. Color coding of sheets will clarify copy requirements and eliminate the yearly preparation of some 20,000 forms.
- e. Improved the Employee Suggestion form by providing for:
(1) Window envelope transmittal, (2) speedier preparation of the form and completion of the acknowledgement section by the suggester, and (3) dissemination of information on the Suggestion Awards Program.
- f. Redesigned the Travel Order form and developed a companion worksheet. The worksheet serves as a rough draft and check list, thus speeding Travel Order processing. Seventeen non-standard work sheets were eliminated by the standard form. Also, the number of copies in the Travel Order set was reduced from 12 to 9.

-3-

S-E-C-R-E-T

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1. Management of Record Making (Cont'd)

g. Further advanced the improvement and standardization of information reports by revising the Agency "hot" information report format. This format was the last one not complying with the common format. Other actions in this significant field included:

- (1) Adoption of the common format by Army, which undoubtedly will induce other members of the community to adopt the format.
- (2) Improvements in the quality of report masters, and in their care and handling, which substantially lowered the retyping incidence.
- (3) Reduction in shipping costs.
- (4) Speedier reproduction of reports.

25X1A

h. Further improved the general management of forms. A survey of 334 overseas forms resulted in discontinuing 18, removing 13 from the overseas category, and revising 45 more. [REDACTED] was activated as the forms supply point for all NE stations. This is the third supply point of this kind. Indices of overseas forms were published quarterly. Steps were taken to increase the accuracy and timeliness of the Agency forms catalog.

In 1959, Reports Management and Correspondence Management were continued as integral elements of the Records Management Program, but on a limited basis because of emphasis on other Program activities. Instruction in reports and correspondence management was given to on-the-job trainees. In addition, these Program elements were given further coverage through evaluation of employee suggestions, promotion of labor saving typists supplies, and completion of a Staff member's assignment with the U. S. Government Correspondence Manual Committee.

2. Management of Record Keeping

Close attention to the use of both standard and specialized filing equipment again paid dividends in 1959. Actions such as the following prevented purchases of an estimated \$62,755 worth of additional equipment:

- a. Replaced seven card-safes with seven card-cabinets in a secured area.

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S-E-C-R-E-T

S-E-C-R-E-T

2. Management of Record Keeping (cont'd)

- b. Arranged for the return of Herring-Hall-Marvin safes to stock in exchange for Remington Rand safes, thus preventing the purchase of 100 Herring-Hall-Marvin safes for use overseas.
- c. Recommended the purchase of an open tray card file costing only \$134 in lieu of mechanized equipment costing from \$875 to \$1,150.
- d. Recommended cancellation of a requisition for \$7,000 worth of mechanized filing equipment considered nonessential.
- e. Constructed a filing station from stock items thus preventing the purchase of \$2,000 worth of card filing equipment.
- f. Examined a sampling of about 3,000 safe check sheets and identified 20 pieces of unused or seldom used filing equipment. The return to stock of this equipment and the cancellation of a requisition for two safes avoided equipment purchases totaling \$9,380.

25X1A

25X1A

Ten additional shelf file installations were completed. There are

1959 were:

Total capacity before filing (linear feet of records)	1,670
Total capacity after shelf filing (linear feet of records)	2,496
Percentage of increase in filing capacity	49%
Total Sq. Ft. of floor space originally required	738
Total Sq. Ft. of floor space now required for shelf filing	302
Percentage of decrease in floor space required	59%
Value of filing cabinets replaced by shelf filing equipment and returned to stock	\$39,861
Cost of shelf filing equipment	9,346

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S-E-C-R-E-T

2. Management of Record Keeping (cont'd)

Progress continued toward converting administrative files to the Agency standard subject-numeric system. Two approaches were taken in 1959: (1) Actual conduct of conversions by Records Management Staff personnel, and (2) workshop training of files personnel. Eight systems were installed through the first method, for a total of 200 installations in headquarters, out of a potential of 359. The second approach, a collaborative effort with the Office of Training, should result in a considerable number of additional installations. Three workshops were conducted, attended by 126 people from 31 offices. An unclassified version of the Agency handbook on subject-numeric filing was also published for use of workshop trainees and overseas personnel.

Other improvements in record keeping were:

- a. Converted logging systems in two offices from book methods to 3" x 5" mail control forms. In addition, a revision of Form 240, Courier Receipt and Log Record, increased its use as a logging, transmitting, and receipting form.
- b. Installed case file systems in three Management Staff O & M offices.
- c. Revised the filing system of an office in SR/DDP, thus providing additional working and filing space and releasing two card safes for return to stock.

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3. Management of Records Disposition

Emphasis on improving existing Records Control Schedules continued in 1959. Schedules for five offices were audited and revised by the Records Management Staff. Four other schedules, audited or developed by operating components, were reviewed by the Staff. In addition, the Staff surveyed records under jurisdiction of DD/P and developed four schedules. The three most significant of these schedules covered records of CS Support Staffs, the 5,000 cubic feet of predecessor agency records held in DD/P archives, and records of the [REDACTED]

The application of Records Control Schedules by Operating Offices accomplished the transfer of 17,029 cubic feet of records from headquarters office space to the Records Center. This was a record volume, surpassing by 5,686 cubic feet, or 66%, the amount transferred in 1958. This 17,029 cubic feet of records, if retained in headquarters, would have called for the procurement of more than 2,100 pieces of filing equipment costing over \$553,000, and would have required around 17,000 square feet of floor space. Operating Offices also reported the destruction of 10,252 cubic feet of records in office areas, for an additional on-the-spot avoidance of cabinet purchases and files expansion.

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4. Records Center Operations

The 17,029 cubic feet of records transferred to the Center brought to 80,845 cubic feet the total received since the beginning of operations in 1951. The removal of this volume from headquarters offices has avoided the purchase of an estimated \$2 3/4 million worth of filing cabinets. This estimate is substantiated by the cost reduction figures cited under "Program Highlights" on page one of this report.

Records Center holdings at the end of 1959 totalled 53,205 cubic feet, for a net increase of 12,103 cubic feet over the volume on hand at the beginning of the year. The net gain of 12,103 cubic feet rather than 17,029 cubic feet (1959 receipts) resulted from applying Records Control schedules to the destruction of 4,926 cubic feet of records at the Center. In thousands of cubic feet, the ratio of receipts to destructions for the past four years has been 11.7 to 4, 10.6 to 4.6, 11.3 to 7.6, and 17.0 to 4.9.

During 1959, 132,459 items were furnished requesters from Center holdings. This reference workload was an increase of 66% over that of 1958, and coincidentally paralleled the percentage of increase in the volume of records received at the Center.

To cope with this increased workload, and to generally increase operating efficiency at the Center, steps were taken to: (1) Streamline accountability for TS documents, (2) simplify the processing and handling of Scientific Intelligence and AEC material, (3) provide service on DD/P records which formerly were available only to DD/P personnel, (4) speed up the burning of disposable records, and (5) reduce priority reference requests to an essential minimum.

5. Vital Materials Program

Further progress was made toward improving the VM Program and streamlining operations at the VM Repository. Typical improvements included:

- a. The revision of VM Deposit Schedules for three offices.
- b. Recommendations to the Chairman, DD/I Vital Materials Committee, for improving the DD/I Intelligence Collection.
- c. Correction of a deficiency in depositing vital materials with special and Restricted Data classifications.
- d. Transfer of the VM Program from the Commanding Officer, WTC, to the Management Staff, and consolidation of VM operations with those of the Records Center, thereby eliminating one position.

6. Records Management Overseas

A [REDACTED] TDY assignment by a Records Management Staff analyst furthered the overseas records management program. The major accomplishments from this assignment were:

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- a. Acquired invaluable microfilming experience and solved several problems on developing microfilm.
- b. Developed a Station Records Control Schedule which: (1) Established precedents for future scheduling of overseas records, (2) revealed that only one-tenth of one percent of the Station records deserved permanent retention, (3) disclosed that about 90% of the Station records were duplicated at Headquarters, and (4) pointed up conflicts between records management objectives and current field regulations.
- c. Destroyed ten cubic feet of records and determined that another 26 cubic feet could be destroyed upon approval of the Records Control Schedule by Headquarters.
- d. Recommended a redistribution of clerical and secretarial help to improve work flow and equalize work loads.
- e. Proposed that a field position be established for a NE Area Records Officer.

7. Program Promotion and Staff Development

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In 1959 considerable emphasis was placed on increasing the effectiveness of Area Records Officers. Three Records Officer meetings were held, including a two day conference [REDACTED]. In addition, eight Records Officers received a total of 2,200 hours of orientation and on-the-job training, and eight attended the two week American University Records Management Institute.

Within the Records Management Staff, attention was directed toward increasing the generalist qualifications of analysts. Thirteen Records Center people were given a one day orientation on current records management activities. Two members of the Records Management Staff attended the Records Management Institute and one completed the four week American University Archives Administration Institute. Also, Records Management Staff personnel regularly attended various conferences and seminars sponsored by local professional societies and institutions of higher learning. 25X1A

In 1959, as in past years, the Records Management Program was publicized and promoted regularly through Support Bulletin articles, the Support Services exhibit, presentations by the Chief, Records Management Staff, and frequent contacts with key [REDACTED]

Chief, Records Management Staff

AGENCY RECORDS MANAGEMENT PROGRAM

JANUARY - DECEMBER 1958

1. Summary of Overall Activity

Headquarters-wide records management activity by the Records Management Staff and operating components continued to pay dividends in improved paperwork operations and lower record keeping costs.

Tangible evidence of these dividends was reflected in the further decline of expenditures for filing cabinets. Prior to 1955 the Agency spent over \$ $\frac{1}{2}$ million yearly for this equipment. Since 1955 the yearly average has been less than \$180,000, excluding \$208,130 obligated in 1958. However, purchases against this obligation, together with an unprecedented surplus of cabinets resulting from returns to stock during 1958, should meet Agency needs for filing cabinets during the next two years.

Records management also contributed significantly to relieving the headquarters space problem. Over 21,000 square feet of floor space were made available for current and expanding operations by removing inactive records from office space and by the use of shelf filing and other space saving techniques.

The trend toward increased records management activity by operating personnel continued in 1958. This was revealed by a successful file cleanup campaign in OCR, the participation of clerical and supervisory personnel in installing subject-numeric filing systems, the compilation for the first time of an accurate inventory of headquarters filing equipment, the follow up by Records Officers on the effectiveness and application of their Records Control Schedules, and the increased interest in forms management by Area Records Officers and other operating personnel.

2. Management of Record Making

Forms management activity continued heavy, with an increase of 3% during 1958. Fourteen hundred and seventy nine forms analysis projects were completed, involving the printing of 24,393,539 copies or sets. Typical results from Forms Management were:

- a. Reductions in costs to ship and stock forms overseas.
- b. Improvements in Printing Services Division procedures as a result of analyzing 63 "bootleg" forms. Twenty-five were eliminated and 30 were redesigned and improved according to forms management standards. Five new forms were developed.

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- c. Improvements in the management of stocked forms.
- d. Further improvement and standardization of the common information report format including its adoption by the German Intelligence Service.
- e. Savings in the cost of printing and binding specialty forms in the Agency printing plant.

In 1958 Reports Management and Correspondence Management activity was limited by the emphasis given to other aspects of records management. However, both programs were continued in an active status to provide full coverage of the management of record making. Recommendations made by the Records Management Staff contributed to the procurement of a higher quality of "Letterex" for government-wide use. A staff member also served on the U. S. Government Correspondence Style Manual Committee.

3. Management of Record Keeping

The success of the Biographic Register shelf file installation in 1957 paved the way for 14 additional installations in headquarters. Equipment turned in to stock as a result of these installations was valued at \$257,563 compared to \$79,752 for the cost of shelf filing equipment. In addition, an average of 25% more filing space was gained in each installation and floor space requirements generally were reduced by 50%. Six additional shelf filing projects are also under way. These will eventually release 241 pieces of equipment valued at over \$34,000.

Further progress was made toward converting headquarters administrative files to the Agency subject-numeric system. Thirty-two files were thus converted, bringing the total to 192 out of 353 potential installations.

Records Management Staff's review of requests for mechanized and other specialized filing equipment again paid dividends in 1958. Our studies of six major requests revealed that equipment better suited for the job than that proposed could be used at a saving to the Agency of over \$5,000. In addition, on the basis of our recommendation the Office of Logistics cancelled a \$5,000 purchase order for 64 5-drawer filing cabinets.

4. Management of Records Disposition

The application of Records Control Schedules by Operating Offices accomplished the transfer of 11,343 cu. ft. of records from headquarters office space to the Records Center. This was an increase of 742 cu. ft. over the volume transferred last year. Application of schedules at the Records Center resulted in the destruction of 7,513 cu. ft. of records, an increase of 2,915 cu. ft. over the amount destroyed last year. As a result of this higher rate of destruction, net holdings at the Center increased only 3,830 cu. ft., for a total of 41,102 cu. ft. at the end of the year. In thousands of cu. ft., the ratio of receipts to destructions for the past three years has been 11.7 to 4, 10.6 to 4.6, and 11.3 to 7.6.

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The total 1958 Records Center receipts of 11,343 cu. ft. of records, if stored at headquarters in four drawer safe cabinets, would have called for 1,417 pieces of equipment costing over \$800,000, and required over 11,000 sq. ft. of floor space. Operating offices also reported the destruction of 10,636 cu. ft. of records in office areas, for an additional on-the-spot avoidance of cabinet purchases and files expansion. The volume destroyed was double that reported last year.

With the completion of records scheduling for DD/S and DD/I components in 1956 and 1957, emphasis was shifted to auditing and revising Records Control Schedules. In 1958, the Records Management Staff conducted on-site audits of schedules for six Operating Offices, and the Office of the Director. In addition, the Staff reviewed the audit performed by the Records Officer of another Operating Office. The schedules audited covered a total of 1,192 files series, and involved 13,079 cu. ft. of records.

5. Vital Materials Program

Significant progress was made toward increasing the effectiveness of the VM Program and streamlining operations at the VM Repository. Typical improvements included:

- a. The revision of VM Schedules for six Operating Offices and the development of a schedule for one other.
- b. The bringing up to date of the OCR/Graphics Ground and Personality Photographic File.
- c. A reduction from 240 to 213 in the number of files series in the Finished Intelligence Collection, and the establishment of retention periods for 104 of these series. This action for one item alone resulted in the destruction of 1,600,000 punched cards and the withdrawal of 3,884 reels of microfilm from the Repository.

6. New Headquarters Building

In August 1958, the Records Management Staff was asked by the Office of Security to develop records and procedures for badge processing of construction workers at the new building site. Within critical time limits, two members of the Staff designed the facilities, developed standard operating procedures, supervised installation of the system, and followed up on its effectiveness. The badge processing time of 79 seconds (41 seconds less than the original estimate of two minutes) won plaudits from the contractor and the Director of Security.

The Records Management Staff also assisted the Office of General Counsel in developing floor plans for its law library in the new building.


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7. Program Promotion and Staff Development

Records Management was further promoted during 1958 through the publication of four articles in the "Support Bulletin", participation of the Records Management Staff in the Support Services Exhibit, presentations by the Chief, Management Staff, and the increased number of contacts with operating personnel that resulted from their participation in the Program.

Both staff and line records management personnel were further developed through experience and training. The Records Management Staff continued its on-the-job training program for newly acquired Staff members, and provided briefings and study assignments for newly designated Area Records Officers. Ten Area Records Officers and 13 Records Management Staff people took part in approved external training courses applicable to their duties. In addition, Records Management Staff personnel regularly attended various conferences and seminars sponsored by local professional societies and institutions of higher learning. 25X1A



Chief, Records Management Staff

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AGENCY RECORDS MANAGEMENT PROGRAM
January - December 1957

PART I - Significant Developments and Trends

1. RECORDS CREATION EMPHASIZES NEED FOR PAPERWORK CONTROLS.

The axiom "Today's paperwork is tomorrow's records," as it applies to the 200 million sheets of potential record material created yearly in headquarters, called for continuing emphasis on improving the quality and reducing the cost of forms, reports, and correspondence.

In 1958 attention will be further directed toward this area of records management. Handbooks on Forms Management and Reports Management are being written for the guidance of Area Records Officers. Training in these fields of records management is planned.

2. RECORDS CONTROL SCHEDULES NOW COVER 99% OF HEADQUARTERS RECORDS.

Completion of records control schedules for the Commercial Staff and the Office of Central Reference brought the volume of records covered by schedules to 107,607 cubic feet, or 99% of the total headquarters volume. This coverage of virtually all headquarters records is significant for two reasons. First, for all practical purposes, the Agency has now complied with the records scheduling requirements of the Federal Records Act (PL 754). Second, these schedules form the backbone of the Agency's Records Management Program. That is, they provide a means of controlling the life cycle of our records, furnish data of value in carrying out other phases of the Program, and provide a basis for auditing records management programs in the Operating Offices.

3. INCREASED RECORDS DISPOSITION ACTIVITY JUSTIFIES EXPANSION OF RECORDS CENTER.

Expansion of the Center from 42,000 cubic feet of records capacity to 100,000 cubic feet is under way. Completion of the addition is expected in April or May 1958.

Increased records disposition activity and cumulative headquarters-wide savings of over two million dollars in space and filing equipment fully justified this expansion program. In 1957, 10,601 cubic feet of records were transferred to the Center from headquarters offices. This volume, if retained at headquarters in safe-type equipment, would have required an outlay of over \$500,000 for additional equipment, and the use of 10,600 square feet of additional floor space.

4. EQUIPMENT REVIEW PROGRAM NETS PROFIT.

The rising cost of safe cabinets (from \$238 in 1954 to \$428 in 1957) and the acute space problem in headquarters called for critical reviews of requirements for filing equipment. Actions such as the use of five drawer

standard cabinets in lieu of safe-type four drawer equipment, the use of surplus equipment scheduled for disposal, and the outright cancellation of requests prevented spending \$34,588 for filing equipment.

The review of requirements for filing equipment will be continued in 1958, with the objective of "holding the line" on purchases of additional equipment. A good start was made with the temporary suspension of a requisition for 116 safe cabinets, calling for an expenditure of \$49,648. It is hoped that the release of equipment through improved records keeping and records disposition practices will permit outright cancellation of this requisition.

5. SUCCESS OF SHELF FILE PROGRAM ESTABLISHES PRECEDENT.

For the first time shelf filing equipment in lieu of 5 drawer cabinets was used to relieve a space problem. Work areas in the Biographic Register were overcrowded; there was no room for expanding files; and the files were divided between two rooms on two separate floors. Shelf filing equipment made it possible to bring the two file units together within one room and to provide for two years expansion.

25X1A A saving of 50% or more in floor space is possible with shelf files. Also, the original cost of shelf filing equipment is about one-half that of five drawer cabinets and one-twentieth that of safe cabinets. In anticipation of these savings we now have shelf file projects under way in the Medical Staff, the Map Library of ORR, the Finance Division of the Office of the Comptroller, the Engineering Division Library of the Office of Communications, and at [REDACTED]. Other applications of shelf filing are being explored with particular consideration being given to the use of this technique in the new building.

6. 70% INCREASE IN NUMBER OF SUBJECT NUMERIC FILES IMPROVES RECORD KEEPING PRACTICES.

Sixty-five files were converted to this improved filing method as a result of our increased emphasis on this system, the training of Operating Office files personnel, and their greater participation during the installation phases.

In addition to promoting uniform filing, the subject-numeric system "triggers" records disposition activity. Built into the system is the principle of cutting off files at annual intervals, thus providing for the retirement or destruction of records according to Records Control Schedules.

There are now 157 subject-numeric systems in headquarters out of a potential of 365. Emphasis on installing the system will be continued during 1958.

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7. RECORDS MANAGEMENT ACTIVITY BY LINE PERSONNEL PAYS DIVIDENDS.

To the credit of Operating Office Records Officers and the personnel of their components, activity in all aspects of records management increased at the line level. A study of the readability of memoranda was conducted throughout the DD/I area. DD/I and DD/S components implemented recommendations developed during the administrative reports surveys in 1956, and through additional studies of reporting systems brought about further improvements. Requirements for filing equipment were given closer scrutiny. Files personnel took part to a greater extent in the installation of filing systems. Greater attention was given to records creation factors and the application of Records Control Schedules.

These activities are representative, not all-inclusive. However, it would be remiss if two outstanding achievements by line personnel were not particularly cited. Number one, for the second consecutive time, an Operating Office closed out a year with less records in its headquarters offices than there were at the beginning of the year, and another Office achieved this goal for the first time. Number two, 5,772 cubic feet of records were destroyed in headquarters office areas. This volume, if retained in four drawer safes, would have required 721 additional pieces of equipment costing over \$300,000.

8. STAFF DEVELOPMENT AND PROGRAM PROMOTION ADVANCES
RECORDS MANAGEMENT.

The development of a corps of well-qualified records management personnel for both staff and line levels was further advanced in 1957. Staff and line personnel took part in Office of Training sponsored external and internal training, Office of Training approved in-service training, and conferences and seminars sponsored by professional societies and institutions of higher learning.

The end of 1957 found more headquarters people better informed on the records problem in CIA and the role of the Records Management Staff. This came about through an increased number of contacts with key personnel, the publication of four articles in the "Support Bulletin," participation of this Staff in the Support Services Exhibit, lectures given by our people at OTR conducted courses, and the greater number of people served through records management.

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